



Government Support Services – Contracting
100 Enterprise Place
Suite # 4
Dover, DE 19904-8202

January 16, 2014

TO: ALL OFFERORS

FROM: COURTNEY MCCARTY
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: REQUEST FOR PROPOSAL – ADDENDUM
NO.: GSS14582-EQUIPMINT
EQUIPMENT MAINTENANCE MANAGEMENT PROGRAM

ADDENDUM #1

The purpose of this addendum is to answer questions that were submitted.

All documents relating to the current contract can be found at:
http://contracts.delaware.gov/contracts_detail.asp?i=24

1. Page 5, II. Scope of Work, B. Statement of Needs it states: "...necessary to perform unarmed security officer services...". It appears this Statement of Needs was included in error and should be redacted from the RFP document.
A: Statement of Needs (page 5, Paragraph B) is retracted from the solicitation per this Addendum.
2. Page 42, Attachment 6, Business References Form. "Please do not list any State Employee as a business reference." Please clarify if the respondent should not list any State of Delaware employee as a business reference or if no State Employees should be listed from states other than Delaware.
A: No State of Delaware employees are to be listed as a Business Reference.

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3. Page 52, H. Costs, 3. The RFP states that “Vendors are encouraged to offer the same minimum discount on maintenance agreements for other equipment categories, and will be required to justify any lower discount rates, if applicable.” Does this mean the State wants the same minimum discount to be offered for the categories listed in number 2 in this section as well as on page 54, Appendix B, Pricing Forms? Vendors typically offer varying discounts when provided equipment categories as it allows to price based on equipment category performance risks.

A: Minimum discount offerings can vary by category. The State is looking for the “additional offerings” minimum discount that in line with the minimum discount offering for the categories established in Appendix B, where available.

4. Page 6, III. Format of Proposal. Please clarify the exact order for the presentation of proposals. It is clear the proposal must contain a cover letter and table of contents; however, following these two items should a Vendor include the Proposal Reply Requirements in the order presented on page 47, Attachment 11?

A: For ease of evaluation, the proposal must be presented in a format that corresponds to and references sections outlined within this RFP and must be presented in the same order.

5. Page 5/54; B – Statement of Needs: Is it expected for the contractor to have employees stationed at certain facilities part/full time or will all work by contractor be performed through the dispatch center? If an employee needs to be stationed or dispatched to any facility, what duties need to be performed on site?

A: Statement of Needs (page 5, Paragraph B) is retracted from the solicitation per this Addendum.

6. Page 5/54; B – Statement of Needs: Is it expected or desired that the contractor have employees dedicated to traveling to various facilities throughout the State of Delaware to perform random inspections in order to validate that the work completed by the vendors is accurate?

A: Statement of Needs (page 5, Paragraph B) is retracted from the solicitation per this Addendum.

7. Page 5/54; II. Scope of Work, A. Overview: What does “provide all equipment, materials and labor” entail?

A: Anything the vendor needs to meet the requirements of the contract are the responsibility of the vendor.

8. Page 12/54; IV. Proposal Evaluation Procedures (A.1): This statement suggests that it is not mandatory for the vendor to submit a formal bid package with detailed price information. Is this correct? If so, is the government more interested in the methodology of how the vendor will price their services for this contract?

A: No, this is not correct. Pricing must be submitted with proposal response.

9. Page 18/54; 4. Price Quotes: Who maintains the core list of equipment and who is responsible for updating and modifying this list?

A: The State would provide the vendor with the initial equipment list. Vendor will be responsible for updating the list to add or remove equipment as notified by the State Agency.

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10. Page 48/54; Appendix A; Part D: Was this a previous contract and what was the dollar value of the contract?

A: All documents relating to the current contract can be found at:

http://contracts.delaware.gov/contracts_detail.asp?i=24

11. Page 20/54; 12. Invoicing: Is it mandatory for the vendor to have all of the insurance policies stated in this section of the RFQ? If no employees are expected to be on site, what is the reason automobile insurance is needed?

A: Vendors may elect to take exception to terms and conditions in the solicitation. Exceptions will be evaluated and either accepted or rejected.

12. Page 26/54; B. 31. Method of Payment: Which party makes purchases for the maintenance repairs? If the vendor is responsible for making the initial purchases, will there be reimbursement and when can the reimbursement be expected?

A: The vendor shall instruct its third party service providers to submit their maintenance/repair invoices directly to the vendor. The vendor shall make direct payment to its third party service providers upon successful completion of required maintenance/repair services within thirty (30) days of service repair acceptance by the end-user.

13. Is this a mandatory program for all State agencies?

A: This is Mandatory Use; however, some equipment may have maintenance coverage under another contract and therefore be excluded from this contract award. Additionally, equipment the State Agency considers non-capital assets would not require coverage.

14. How much in total spend for maintenance contract(s) is currently not under this program?

A: This information is not known.

15. Page 42, Attachment 6 – Business References Form: Is the State seeking service vendor references or current client references for this form?

A: Client references.

All other terms and conditions remain the same.